Instructor: Dr. Joel T. Nadler
Office: Alumni Hall 0124
Email: jnadler@siue.edu (please allow 24 hours for emails to be returned)
Phone: 618-650-3347
Office Hours Tuesdays online 8:00am-11:00am and by appointment

Welcome

Welcome to PSYC 320 Introduction to Industrial/Organizational Psychology. This course is conducted entirely online, which means you do not have to be on campus to complete any portion of it. I will work very hard to help you feel connected to your colleagues, even though you may never actually meet in person! This online course will require you to carefully organize your time and your work to avoid getting behind. Expectations for performance in an online course are the same as for a traditional course; in fact, online courses require a degree of self-motivation, self-discipline, and technology skills that can make them more demanding for some students. I will do all I can to assist you with this, but the responsibility is ultimately yours! Be sure to contact me immediately with any concerns about the course or your progress through it.


Course Description: Industrial-organizational (I-O) psychology is the scientific study of the workplace. Psychological knowledge and methodology are used to study relevant business issues including but not limited to employee and organizational assessment, selection, training, performance, development, behavior, satisfaction, leadership, and work-life balance. I/O psychology utilizes scientific rigor to maximize the economic and psychological well-being of employees and their organizations. This course combines lecture modules, readings, and hands-on experiences to gain a sophisticated understanding of the theories and research that guide I/O practice, and practical knowledge of how I/O activities are conducted. This course concentrates heavily on the science and practice of I/O for human resource activities, but some time will be devoted to issues of organizational psychology.

Course Objectives:
Upon completion of this course, you should:
1. Understand the type of work performed by industrial/organizational psychologists.
2. Understand the major theories, principles, and practices of the field.
3. Be able to use the principles and theories of industrial/organizational psychology to understand your own organizational experiences.
4. Be able to effectively communicate your ideas about industrial and organizational psychology.
Blackboard: You will participate in the course using SIUE’s course management system called Blackboard that can be found at https://bb.siue.edu. You will need your SIUE e-id to access Blackboard. If you do not have an eid, you can find out how to sign up for one at http://www.siue.edu/its/eid_support.shtml. If you have questions about using Blackboard tools, you can get answers within the course by clicking on “Help,” at the top of the page and entering the name of the tool in the search criteria field. You can also check the ITS Student Resources at http://www.siue.edu/its/bb/. More information about using Blackboard is provided in the Course Policies and Procedures section of this syllabus.

I am just the instructor for this course. I cannot guarantee that I have the answers to help you fix problems with the technology. If you have problems with Blackboard, please contact ITS at SIUE. 618-650-5500 or help@siue.edu

Computer: in order to participate in this course you will need access to a reliable and recent (within the last 5 years) computer with high speed internet access. Additionally you will need access to Adobe Reader and Microsoft Office 2000 or better (Word, PowerPoint, Excel)

Note: All documents on the BB site are created in Microsoft Office. If you have difficulties opening these documents, please let me know. Additionally SIUE offers students free access to Office 365 http://www.siue.edu/its/news/2014/09/office365.shtml

TECHNICAL REQUIREMENTS/SKILLS
One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy I mean being able to manage and organize computer files efficiently, and learning to use your computer’s operating system and software quickly and easily. Keep in mind that this is not a computer literacy course; but students enrolled in online courses are expected to have moderate proficiency using a computer.

You need experience:

• creating documents in Microsoft Word and uploading files to the computer in cases where papers need to be turned in via Blackboard Assignment in the online course
• opening and replying to eMail messages both electronic email and messages (within the course).
• students must have a university email address and check it regularly.
• moving between multiple internet windows, so you can open the learning module, move to the discussion board and the journal; then, go back to the learning module with no problem

Specific Course Requirements

All written assignments turned in should be considered final drafts. Unless otherwise noted, you should proofread and edit all assignments before you submit them for evaluation.

• Grammar, spelling, punctuation should be checked and corrected. An abundance of errors on your final report will be graded down.
• Projects must represent individual work. Classmates may help, coach, advise, and support one another, but the work must be done individually (see academic dishonesty policy below).
**Due Dates:** Assignments are due on the date and time posted on the course calendar or Blackboard. Late assignments will have grades deducted 20% of possible points for each day it is late.

**Academic Integrity:** It is expected that students will adhere to the SIUE Student Academic Code [http://www.siue.edu/policies/3c2.shtml](http://www.siue.edu/policies/3c2.shtml) at all times. Violations of the code, including plagiarism, will be handled following the procedures outlined in the policy.

**Projects:** There will be a four part project that will allow students an opportunity to gain "hands-on" experience with I/O methods and procedures. Projects must be conducted and turned in individually. Project assignments will be assigned throughout the semester (and posted on Black Board), but generally the project will focus on the lecture/text topics covered during the time frame of the project. The project has four sections due throughout the semester, each worth 25 points) for a total of 100 points. Project sections are due on the date specified in the schedule below, unless otherwise announced. 5 points will be deducted each day the project section is late, beginning at 11:59pm on the day the project is due.

**Quizzes.** Quizzes will be given throughout the course, and are listed on the schedule below. They will normally be available for a period of 48 hours, so you should respond promptly once they are posted. Quizzes will be posted at 12:01 AM the day they are listed on the schedule and can cover any and all of the material due for that day (lecture models and readings). The purpose of the quizzes is to help you pull information from readings, lectures, and other course experiences together and present your understandings to the instructor.

*You may use any available resources to respond to quiz questions.*

**Discussion Board.** The online content of this course requires students to participate in discussion board activities throughout the course. As in traditional class discussions, student discussions should be conducted in a respectful, courteous manner. Please refrain from threats, ad hominem attacks, and other disrespectful rhetorical tactics. Failure to conduct oneself in a respectful manner in the discussion forums will adversely affect your grade.

Discussion postings require application of the session’s reading to the discussion prompt, and work in dialogue fashion. Your first post for each session should respond to the session prompt. Subsequent postings should address and respond to the comments of your colleagues. For each discussion question, you are expected to post at least one Parent Post that answers the question(s) raised in each forum. You are also expected to post at least two messages in each forum that responds to postings of another classmate by expanding on or questioning his or her comments. Each discussion prompt will be “live” for 72 hours after it posts. Discussion questions will post at 12:01AM the day they are listed on the course schedule. Note: you will not be able to see any other student’s posts until you post your original parent post to the discussion question.

*Each discussion session is worth 20 points.*
Quality responses to classmates are more than “Good job!” or “I agree with you!” If you agree with a classmate, explain the reasons for this. If you disagree with a classmate, provide reasons to support your position.

**Post Relevance:** Messages should relate to the subject matter. The message should provide information, opinions or questions about the concept. Relating the subject matter to personal experience is acceptable as long as the focus remains academic in nature. Conclusions should be clearly stated and supported by premises, reasons, evidence, and grounds for belief. Your opinion (unless explicitly requested) is not enough to support a conclusive argument. There must be other evidence to support your position.

You may decide to write your discussion board entry in a word processor program (which gives you the ability to save you work for future use or in case of technology errors) and cut and paste it into the Blackboard discussion board content window.

**You should NOT add your discussion posts as an attachment. The discussion board posts need to be submitted by typing the text directly into the Blackboard textbox.** Any discussion board post that is not typed directly into the Blackboard textbox will not receive credit.

**Missed Quizzes or Discussions**

You may miss up to two quizzes and/or discussion assignments during the semester for any reason and replace the missing grade with a research article summary (2 pages double spaced). Details regarding the expectations and articles available for review will be posted on Blackboard. Summaries need to be clearly labeled regarding what assignment (Quiz 3, Discussion 4, etc.) they are meant to replace and are due by June 28th at Midnight.

**Using Blackboard**

You will be using a number of Blackboard tools for this course, such as journals, blogs, and discussion boards. You can view which tool is required for the assignment by checking “Course Activities” on the left-hand column and reading about the specific assignment. You can also access each tool by clicking “Tools” on the left-hand column and clicking on the appropriate tool icon. Please be sure to read each assignment carefully to be sure to use the right tool.

- There will be a number of audio lectures presented asynchronously throughout the course. These will be posted on Blackboard. You should view the lecture and assigned reading before posting to any discussion board or before taking the Module Quiz. If you have a smart phone or tablet, you can use the Blackboard app to view the online lecture.
- Assignments other than discussion boards and quizzes should be submitted through Blackboard.
- All papers should be double-spaced and have a file name that includes a brief paper name and your full name.
- I reserve the right to change the format, dates of assignments, discussion topics and/or dates, and other items discussed in this syllabus. You also have the right to suggest a change if doing so increases your ability to learn and be successful in this class.
**Course Communication:** Use Blackboard regularly! You will find course materials and assignments, messages, and instructions posted on Blackboard [https://bb.siue.edu](https://bb.siue.edu). You are expected to
- Log in to the course at least 4-5 times per week
- Respond to discussion boards postings within 72 hours
- Respond to messages within 24 hours
- Complete quizzes within 48 hours

**Announcements:** Use your SIUE email, and check it frequently. I will place announcements through Blackboard, which uses your SIUE email address. It is your responsibility to check Blackboard and your SIUE email frequently.

**Email:** Communication in this course will take place via Blackboard messages. Messages are a private and secure text-based communication that occurs within a Course and among Course members. Users must log on to Blackboard to send/receive/read messages. The Messages tool is located on the left side Course Menu. It is recommended that students check their messages routinely to ensure up-to-date communication.
- **Questions:** Questions can be addressed through messages sent through Blackboard. If you have a question that you think others might have or you think the answer will be helpful to others, please post it to the Let’s Talk forum on the discussion board. Please check the forum to see if your question has already been discussed before sending me a private message.
- **Discussion Forums:** Keep in mind that forum discussions are public, and care should be taken when determining what to post.
- **Turnaround:** I will usually log into the course 4-5 times per week and respond to messages, discussion boards, blogs and journal postings within 24 hours. I will generally grade assignments within 2 days of the assignment deadline
- **Netiquette:** These "Simple Rules of Netiquette" from Indiana University
  - [http://www.indiana.edu/~icy/netiquette.html](http://www.indiana.edu/~icy/netiquette.html) and the explanations that follow them are offered here as a set of general guidelines for cyberspace behavior. They probably won't cover all situations, but they should give you some basic principles to use.

**Grade Calculation:** The final letter grade for each student will be determined by combining the total points from the four exams, 5 in-class assignments/quizzes, and two industrial organizational psychology application papers.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Quizzes (20 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Project Sections 1 &amp; 2 (25 points each)</td>
<td>50</td>
</tr>
<tr>
<td>Project Sections 3 &amp; 4 (25 points each)</td>
<td>50</td>
</tr>
<tr>
<td>5 Discussion Boards (20 points each)</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>500</td>
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</tbody>
</table>

**Criteria for letter grades:**
- 450 - 500 total points = A
- 400 - 449 total points = B
- 350 - 399 total points = C
- 300- 349 total points = D
- Less than 300 points = F
Please note: There is no curve for this course, and there will be no rounding of points. You are starting this course with 0 points and you will have to earn every point to get up to an “A” (or whatever your goal is). If you find yourself falling behind or getting confused, it is your responsibility to get help immediately. If you wait until the end of the course to get help, it is generally too late to bring your grade up. Students will not be able to turn in any assignment for course credit after July 1st at 11:59pm.

**Course Schedule**: I/O Psychology Summer 2021

<table>
<thead>
<tr>
<th>Day/Module</th>
<th>Date</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Quiz¹</th>
<th>Discussion Board²</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/31</td>
<td>Course Introduction/</td>
<td>Chapter 1 (Modules 1.1, 1.4)</td>
<td>Quiz 1</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>6/1</td>
<td>History of I/O Psychology</td>
<td>Chapter 1 (Modules 1.2, 1.3)</td>
<td>Quiz 2</td>
<td>Discussion Question 1</td>
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<tr>
<td>3</td>
<td>6/3</td>
<td>Research Methods</td>
<td>Chapter 2 (Modules 2.1,2.2,2.3,2.4)</td>
<td>Quiz 3</td>
<td></td>
<td>Project Section 1 Due</td>
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<tr>
<td>4</td>
<td>6/6</td>
<td>Job Analysis</td>
<td>Chapter 4 (Modules, 4.3, 4.4, 4.5)</td>
<td>Quiz 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6/8</td>
<td>Performance Appraisal</td>
<td>Chapter 5 (Modules 5.1, 5.2, 5.3, 5.4)</td>
<td>Quiz 5</td>
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<tr>
<td>6</td>
<td>6/10</td>
<td>Criterion</td>
<td>Chapter 4 (Modules 4.1, 4.2)</td>
<td>Quiz 6</td>
<td>Discussion Question 2</td>
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<tr>
<td>7</td>
<td>6/13</td>
<td>Predictors</td>
<td>Chapter 3 (Modules 3.1,3.2,3.3,3.4, 3.5)</td>
<td>Quiz 7</td>
<td></td>
<td>Project Section 2 Due</td>
</tr>
<tr>
<td>8</td>
<td>6/15</td>
<td>Selection and Personnel Law</td>
<td>Chapter 6 (Modules 6.1, 6.2, 6.3, 6.4)</td>
<td>Quiz 8</td>
<td>Discussion Question 3</td>
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<tr>
<td>9</td>
<td>6/17</td>
<td>Personnel Training</td>
<td>Chapter 7 (Modules 7.1,7.2,7.3,7.4)</td>
<td>Quiz 9</td>
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<tr>
<td>10</td>
<td>6/20</td>
<td>Organizational Theory</td>
<td>Chapter 14 (Modules 14.1, 14.2, 14.3)</td>
<td>Quiz 10</td>
<td></td>
<td>Project Section 3 Due</td>
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<tr>
<td>11</td>
<td>6/22</td>
<td>Work Motivation</td>
<td>Chapter 8 (Modules 8.1, 8.2, 8.3, 8.4)</td>
<td>Quiz 11</td>
<td>Discussion Question 4</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Chapters/Modules</td>
<td>Assignments</td>
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<tr>
<td>12</td>
<td>6/24</td>
<td>Job Attitudes</td>
<td>Chapter 9 (Modules 9.1, 9.2, 9.3)</td>
<td>Quiz 12</td>
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<tr>
<td>13</td>
<td>6/27</td>
<td>Work Groups and Teams</td>
<td>Chapter 13 (Modules 13.1, 13.2, 13.3)</td>
<td>Quiz 13, Project Section 4 Due</td>
<td></td>
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<tr>
<td>14</td>
<td>6/29</td>
<td>Leadership</td>
<td>Chapter 12 (Modules 12.1, 12.2, 12.3, 12.4)</td>
<td>Quiz 14, Discussion Question 5</td>
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<tr>
<td>15</td>
<td>6/30</td>
<td>Stress</td>
<td>Chapter 10 (Module 10.1, 10.2, 10.3, 10.4)</td>
<td>Quiz 15</td>
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</tbody>
</table>

*Please note that this is a tentative course outline and the instructor reserves the right to alter the topics, timeline, and test/due dates if necessary in order to improve the quality of learning or to accommodate unforeseen events.

1 Posted at midnight of the date listed and will remain “live” until 11:59pm the two days later.

2 Posted at midnight of the date listed and will remain “live” until 11:59pm three days later.

**Petitions in Writing Only:** Sometimes, discrepancies arise between a student's and an instructor's perceptions regarding grades. You are always welcome to discuss your grades with the instructor. However, if you want me to consider changing your grade, then you must submit a petition in writing via email within 48 hours of receiving your grade on the quiz or assignment. You must outline specifically why and how your work warrants more credit. Submitting written petitions does not guarantee point adjustments.

**STUDENT RESOURCES:**

Lovejoy Library  
618-650-4636  
[http://www.siue.edu/lovejoylibrary/](http://www.siue.edu/lovejoylibrary/)

Technology Support  
Lovejoy Library Room 0005  
618-650-5500  
help@siue.edu

Writing Center  
MUC – Student Success Center 1254  
618-650-2045  
[http://www.siue.edu/is/writing/location_hours.shtml](http://www.siue.edu/is/writing/location_hours.shtml)

Computer Labs  
Lab Location and Availability posted online  
[http://www.siue.edu/its/labsclassrooms/sum09reg.shtml](http://www.siue.edu/its/labsclassrooms/sum09reg.shtml)

**The Psychology Department’s Policy on Plagiarism:** Plagiarism includes presenting someone else’s words without quotation marks (even if you cite the source), presenting someone else’s ideas without citing that source, or presenting one’s own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should
change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (http://www.siue.edu/policies/3c2.shtml). University policy states that “Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost.” (http://www.siue.edu/policies/1i6.shtml). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at http://www.siue.edu/education/psychology/plagiarism.shtml.

**Accommodations for Disabilities:** Notify the professor immediately of any needed accommodations for documented disabilities at the beginning of the course. If you are expecting accommodations at any time in this class, you must speak Disability Support Services in the Student Success Center in Rm 1270 (650-3726) before you need accommodations. Also, According to SIUE safety and procedures policies, students with disabilities have the option of developing a written plan for evacuation in the unlikely event of an emergency that requires evacuation. If any student with a disability would like to develop a written evacuation plan for this class, please contact the instructor.

Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs I should be aware of. You can access the **SIUE Disability Support Services** through the following link: http://www.siue.edu/dss/.

If you have a documented disability that requires academic accommodations, please contact Disability Support Services for coordination of your academic accommodations. The DSS office is located in the Student Success Center, Room 1270 and is open Monday - Friday from 8:00 a.m. - 4:30 p.m.* You may contact their office by calling (618) 650-3726 or sending an email to disabilitysupport@siue.edu. In order to request accommodations in an online course, students with disabilities will need to present an electronic copy of their DSS ID Card prior to application of those accommodations. To request an electronic DSS ID card, email disabilitysupport@siue.edu prior to requesting the accommodation of the instructor.

*Please note: The DSS Office is closed on days when the entire University is closed, which includes December 24, 2014 - January 2, 2015. Visit the DSS website located online at www.siue.edu/dss for more information.
The Psychology Department’s Policy on Incomplete Grades: It is the student's responsibility to officially withdraw from a course by the dates set by the University if the student is not intending to complete the course. Students who do not withdraw and have not completed the course will receive an F. Only under special circumstances a faculty member may agree to give a student an Incomplete (INC) grade in order to allow the student to complete the remaining work for the course no later than the end of the following semester. An INC is never automatic but must be approved by the professor. If a professor agrees to give a student an INC grade, the professor and the student will fill out a form (Memorandum of Incomplete Grade) indicating why an INC is being given. One copy of the completed form will be given to the student, one copy will be given to the professor, and the Department of Psychology secretary will keep one copy. If the work is not completed by the time specified on the Memorandum of Incomplete Grade form, the grade will be changed from INC to F.

SIUE Statement on Diversity: All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE Nondiscrimination Policy: Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran’s status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

SIUE Psychology Department Writing Policy

As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:
• clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
• verb tense consistency;
• clear and unambiguous sentences and ideas;
• writing that is free of typos, spelling errors, and major grammatical errors;
• properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (http://www.siue.edu/is/writing) or utilize one of the many online resources they have identified to help students (http://www.siue.edu/is/writing/resources.shtml). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you with a grade.

Please see the Psychology Writing Resources page for additional resources to improve your writing. (http://www.siue.edu/education/psychology/faculty/writing-resources.shtml).

General Health Measures
At all times, students should engage in recommended health and safety measures, which include:
• Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842.
• Frequent washing or disinfecting of hands.
• Physical distancing.
• Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
• If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Potential for Changes in Course Schedule or Modality

• As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: https://www.siue.edu/policies/3c2.shtml.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University’s Student Conduct Code (3C1), linked here: https://www.siue.edu/policies/3c1.shtml.

Tips for Communication

General Rules
• Make your messages easier to read by making your paragraphs short and to the point.
• TYPING IN ALL CAPS IS CONSIDERED SHOUTING ON THE INTERNET.
• Messages in all lowercase letters can be difficult to read, instead, use normal capitalization.
• *Asterisks* surrounding a word can be used to make a stronger point.
• Use the underscore symbol before and after the title of a book, (i.e., _Green Eggs and Ham_.)
• Be careful when using sarcasm and humor. Without face to face communications your joke may be viewed as criticism. When being humorous, use emoticons to express humor. (tilt your head to the left to see the emoticon smile) :-) = happy face for humor
• Never give your user ID or password to another person. System administrators that need to access your account for maintenance or to correct problems will have full privileges to your account.

Group Communication
• Respect the fact that the class list is a closed discussion; do not forward mail from your classmates to others without their permission.
• In an online forum or newsgroup, debate is welcome, but be tactful in responding to others.
• Remember that there's a person (or a whole class) at the receiving end of your post.
• Keep your questions and comments relevant to the focus of the discussion group. Information intended for an individual or small group of individuals should be emailed to those people directly.
• If you are responding to a message from someone else, briefly summarize her or his post.
• When posting a question to the discussion group, request that responses be directed to you personally. Post a summary or answer to your question to the group.
• If you quote a previous post (by using the reply function for example), quote only enough to make your own point.
• Include your signature at the bottom of Email messages when communicating with people who may not know you personally or broadcasting to a dynamic group of subscribers.
• Resist the temptation to "flame" others on the list. Remember that these discussions are "public" and meant for constructive exchanges. Treat the others on the list as you would want them to treat you.
• Use your own personal Email account, don't subscribe using a shared office account or a friend's account.

Individual Communication
• If you want to get in touch with only one person in the class, send a message to that individual's email address, not to the entire discussion list.
• When replying to a message posted to a discussion group, check the address to be certain it's going to the intended location (person or group). It can be very embarrassing if they reply incorrectly and post a personal message to the entire discussion group that was intended for an individual.